

CITY OF TAKOMA PARK RECORDS RETENTION AND DISPOSAL SCHEDULE		Schedule No. M-193
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RECREATION DEPARTMENT		
Item No.	Description	Retention
1.	General Correspondence Original incoming letters, copies of outgoing letters, memoranda, studies, reports, directives, policies, and other materials related to the administration of the department.	Screen annually and destroy the material that is no longer needed for current business.
2.	Contracts / Agreements These files contain Contracts and Agreements between the recreation department and various individuals/entities.	Keep for one year after the contract expires and then destroy.
3.	Permits These files contain permit request for meeting rooms and park facilities.	Keep for one calender year then destroy.
4.	Payroll Leave slips, Personnel Action Forms and payroll tally sheets.	Retain for two years and then destroy.
5.	Program Registrations These files contain the program registration forms for each program offer by the department	Retain for two years and then destroy.

Approved by Department, Agency, or Division Representative: Date <u>8/23/04</u> Signature <u><i>Catherine E. Waters</i></u> Print Name <u>Catherine E. Waters</u> Title <u>City Clerk / Treasurer</u>	Schedule Authorized by State Archivist. Date <u>OCT 19 2004</u> Signature <u><i>Edward C. Spangenberg</i></u>
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RECREATION DEPARTMENT		
Item No.	Description	Retention
6.	Purchase Orders This series contains the departmental requisitions, price procurement document and resulting purchase order.	Retain in office for three years then destroy.